



To the Honorable Council
City of Norfolk, Virginia

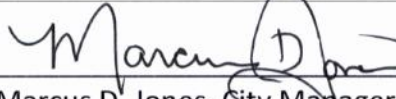
February 9, 2016

From: George M. Homewood, AICP, CFM, Planning Director

Subject: **Special Exception to operate an entertainment establishment with alcoholic beverages at 2200 Colonial Avenue – The Muse Writers Center**

Reviewed: 
Ronald H. Williams, Jr., Deputy City Manager

Ward/Superward: 2/6

Approved: 
Marcus D. Jones, City Manager

Item Number: **R-6**

- I. **Staff Recommendation: Approval.**
- II. **Commission Action: By a vote of 7 to 0, the Planning Commission recommends **Approval**.**
- III. **Request: Special Exception to operate an entertainment establishment with alcoholic beverages**
- IV. **Applicant: The Muse Writers Center**
- V. **Description:**

	Proposed
Hours of Operation and hours for alcohol and Entertainment	9:00 a.m. until 12:00 midnight, seven days a week
Capacity	46 seats indoors 0 seats outdoors 49 total capacity
Entertainment	<ul style="list-style-type: none">• 3 member live band• Literary Reading

Staff point of contact: Susan Pollock at 664-4765, susan.pollock@norfolk.gov

Attachments:

- Staff Report to CPC dated January 28, 2016 with attachments
- Proponents and Opponents
- Ordinance

Planning Commission Public Hearing: January 28, 2016

Executive Secretary: George M. Homewood, AICP, CFM

Planner: Susan Pollock Hart, CFM

Staff Report	Item No.	21
Address	2200 Colonial Avenue, Suite 3	
Applicant	The Muse Writers Center	
Request	Special Exception	Entertainment establishment with alcoholic beverages
Property Owner	Ghent Development Group, LLC	
Site Characteristics	Building/Space Area	39,065 sq. ft./2,707 sq. ft.
	Future Land Use Map	Commercial
	Zoning	C-2 (Corridor Commercial) and PCO-21 st Street
	Neighborhood	Ghent Business District
	Character District	Traditional
Surrounding Area	North	C-2 & I-2 (Light Industrial): Norfolk Southern Railway
	East	C-2 & PCO-21 st Street: Vacant retail space, hair salons
	South	C-2 & PCO-21 st Street: BB&T Bank
	West	C-2 & PCO-21 st Street: Aapecs Eye Care, Plaza del Sol



A. Summary of Request

- The site is located on the northeast corner of W. 22nd Street and Colonial Avenue in the Ghent Market Shoppes.
- The applicant proposes to relocate from the Chelsea neighborhood to 2200 Colonial Avenue in the bay next to the former Mambo Room.
- The applicant proposes to operate a literary center and would like to have events that are open to the public with alcoholic beverages.

B. Plan Consistency

- The proposed special exception is consistent with *plaNorfolk2030*, which designates this site as commercial.

C. Zoning Analysis

i. General

- The use is permitted in the 21st Street PCO district by special exception.

	Proposed
Hours of Operation and hours for alcohol and Entertainment	9:00 a.m. until 12:00 midnight, seven days a week
Capacity	46 seats indoors 0 seats outdoors 49 total capacity
Entertainment	<ul style="list-style-type: none">• 3 member live band• Literary Reading

ii. Parking

The shopping center has more parking than is required so the conversion of this space from an office to an entertainment establishment would comply with parking standards.

iii. Flood Zone

The property is located in the X Flood Zone, which is a low-risk flood zone.

D. Transportation Impacts

- Institute of Transportation Engineers (ITE) figures estimate that this use will generate 191 new vehicle trips per day.
- Based upon ITE data, the prior office use on this site would be expected to generate 31 weekday trips while the proposed entertainment use would be expected to generate 222 trips on weekdays.

E. Historic Resources Impacts

The site is not located within a federal, state, or local historic district.

F. Public School Impact

The site is located in the Larchmont Elementary School, Blair Middle School and Maury High School Districts.

G. Environmental Impacts

The entertainment establishment is located in a shopping center that is well landscaped, has a limited number of accesses from the right of way, and should not negatively impact the environment.

H. Surrounding Area/Site Impacts

- The entertainment establishment is located within a commercial shopping center, which abuts other commercial uses and railroad tracks to the north, and would not negatively impact the surrounding area.
- Over the past year there have been 36 calls for police service with one arrest made for suspicious behavior to the shopping center.

I. Payment of Taxes

The owner of the property is current on all real estate taxes.

J. Civic League

Notice was sent to the Ghent Neighborhood League and the Ghent Business Association on December 16.

K. Communication Outreach/Notification

- Legal notice was posted on the property on December 15.
- Letters were mailed to all property owners within 300 feet of the property on January 15.
- Legal notification was placed in *The Virginian-Pilot* on January 14 and January 21.

L. Recommendation

Staff recommends **approval** of the special exceptions subject to all of the following conditions:

- (a) The hours of operation for the establishment and for entertainment shall be limited to 9:00 a.m. until 12:00 midnight, seven days a week. No use of the establishment outside of the hours of operation listed herein shall be permitted.
- (b) The seating for the establishment shall not be less than 44 seats indoors, no more than no seats outdoors, and the total occupant capacity, including employees, shall not exceed 49 people. The use authorized by this special

exception shall not commence until a certificate of occupancy reflecting these limits has been issued by the Department of Planning.

- (c) The layout of the establishment shall adhere to the specifications of the floor plans attached hereto and marked as "Exhibit B." Any tables, chairs, booths, stools or other movable furniture may be relocated provided that it remains only within the shaded areas, and the unshaded accesses, aisles, and other areas shown on the floor plans shall remain unobstructed.
- (d) This special exception shall terminate in the event of a change in ownership of the establishment and may be revoked in the event of a change in the operation or management of the establishment as described in the Description of Operations set forth in "Exhibit A," attached hereto, provided that no termination in the event of a change in ownership of the establishment shall be effective until 120 days after the change or until a new special exception is granted showing the new owner, whichever is earlier. Notwithstanding the above, no violation of this condition shall be deemed to have occurred if the only change in management is a result of one or more of the members of the management team identified in the Description of Operations ceasing to work at the establishment.
- (e) Entertainment shall be limited to live bands having no more than 3 members and literary readings. No other form of entertainment is permitted.
- (f) There shall be no dancing and no dance floor provided.
- (g) The layout of the establishment shall adhere to the specifications of the floor plans attached hereto and marked as "Exhibit B."
- (h) No door to the establishment which opens onto or faces a public right-of-way shall be propped open during any time that entertainment is being provided.
- (i) The establishment shall maintain a current, active business license at all times while in operation.
- (j) The establishment shall remain current on all food and beverages taxes and business personal property taxes which may become due while it is in operation.
- (k) No public telephone(s) shall be permitted on the exterior of the property. Any public phone(s) on the interior of the building shall be located in an area within full view of the establishment's staff and shall not be permitted

within any restroom.

- (l) During all hours of operation, the establishment operator shall be responsible for maintaining those portions of public rights-of-way improved by sidewalk and portions of any parking lot adjacent to the premises regulated by the special exception so as to keep such areas free of litter, refuse, solid waste, and any bodily discharge.
- (m) The establishment shall maintain a designated driver program which shall provide, at minimum, that designated drivers may be served non-alcoholic beverages at no charge. The establishment shall describe the program in writing and its availability shall be made known to patrons via either a printed card placed on each table and on the bar or a description printed on the menu.
- (n) A menu shall be provided containing an assortment of foods which shall be made available at all times the establishment is open. A food menu and full dining service shall be available at the bar.
- (o) The business authorized by this special exception shall be conducted in accordance with the Description of Operations set forth in "Exhibit A," attached hereto. The representations made in "Exhibit A" shall be binding upon all owners, operators and managers who operate and/or manage the premises covered by this special exception. Should any owner, operator or manager desire to operate the business in a manner different than as represented in "Exhibit A," a new special exception must be obtained prior to implementing such change. Where any limitation or representation contained in "Exhibit A" is inconsistent with any condition of this ordinance, the conditions of this ordinance shall govern.
- (p) The violation of any requirement, limitation, or restriction imposed by the Virginia ABC Commission shall be deemed a violation of this special exception. This special exception may be revoked for any violation of a general or specific condition, including a condition incorporated by reference and including a condition arising from requirements, limitations, or restrictions imposed by the ABC Commission or by Virginia law.
- (q) Neither the establishment nor any portion of it shall be leased, let, or used to stage any private party and no outside promoter shall be permitted to use, operate, rent, or host any event on the premises.
- (r) Neither the establishment nor any portion of it shall be leased, let, or used by any third party to stage an event for profit. No outside promoter shall be permitted to use, operate, rent, or host any event on the premises.

- (s) No patrons or guests shall be charged a cover charge or fee for entry to the establishment.
- (t) A binder or folder containing documentation relating to the operation of the establishment shall be kept on the premises at all times and shall be produced upon request made by any person. For purposes of this section, the documentation relating to the operation of the establishment shall include copies of the following:
 - (1) This special exception;
 - (2) Any ABC license(s);
 - (3) Any occupancy permit(s);
 - (4) Certifications of all persons who work on the premises as a security guard;
 - (5) All fire code certifications, including alarm and sprinkler inspection records;
 - (6) Any health department permit(s);
 - (7) The emergency action plan required under the Fire Prevention Code;
 - (8) The names, addresses, and phone numbers of all persons who manage or supervise the establishment at any time;

Attachments

Location Map

Zoning Map

1000' radii map of similar ABC establishments and Norfolk Public Schools

Application

Notice to the Ghent Neighborhood League and the Ghent Business Association

Proponents and Opponents

Proponents

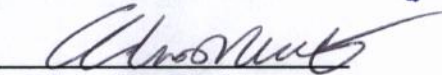
Michael Khandelwal
635 W. Princess Anne Road
Norfolk, VA 23517

Richard Levin
610 Pembroke Avenue
Norfolk, VA 23517

Opponents

Form and Correctness Approved:



By 
Office of the City Attorney

Contents Approved:



By 
DEPT.

NORFOLK, VIRGINIA

ORDINANCE No.

AN ORDINANCE GRANTING A SPECIAL EXCEPTION TO OPERATE AN ENTERTAINMENT ESTABLISHMENT WITH ALCOHOLIC BEVERAGES KNOWN AS "THE MUSE WRITERS CENTER" ON PROPERTY LOCATED AT 2200 COLONIAL AVENUE, SUITE 3.

- - -

BE IT ORDAINED by the Council of the City of Norfolk:

Section 1:- That a Special Exception is hereby granted to Michael Khandelwal authorizing the operation of an entertainment establishment with alcoholic beverages named "The Muse Writers Center" on property located at 2200 Colonial Avenue, Suite 3. The property which is the subject of this Special Exception is more fully described as follows:

Property fronting 270 feet, more or less, along the eastern line of Colonial Avenue and 365 feet, more or less, along the northern line of West 22nd Street; premises numbered 2200 Colonial Avenue, Suite 3.

Section 2:- That the Special Exception granted hereby shall be subject to the following conditions:

- (a) The hours of operation for the establishment, for the sale of alcoholic beverages, and for entertainment shall be limited to 9:00 a.m. until 12:00 midnight, seven days per week. No use of the establishment outside of the hours of operation listed herein shall be permitted.
- (b) The seating for the establishment shall not be less than 44 seats indoors, shall not include any seats outdoors, and the total occupant capacity, including employees, shall not exceed 49 people. The use authorized by this special exception shall not commence until a certificate of occupancy reflecting these limits has been issued by the Department of Planning.

- (c) The layout of the establishment shall adhere to the specifications of the floor plans attached hereto and marked as "Exhibit B."
- (d) This special exception shall terminate in the event of a change in ownership of the establishment and may be revoked in the event of a change in the operation or management of the establishment as described in the Description of Operations set forth in "Exhibit A," attached hereto, provided that no termination in the event of a change in ownership of the establishment shall be effective until 120 days after the change or until a new special exception is granted showing the new owner, whichever is earlier. Notwithstanding the above, no violation of this condition shall be deemed to have occurred if the only change in management is a result of one or more of the members of the management team identified in the Description of Operations ceasing to work at the establishment.
- (e) Entertainment shall be limited to live bands having no more than three (3) members, poetry readings, and other literary readings. No other form of entertainment is permitted.
- (f) There shall be no dancing and no dance floor provided.
- (g) No door to the establishment which opens onto or faces a public right-of-way shall be propped open during any time that entertainment is being provided.
- (h) The establishment shall remain current on all food and beverages taxes and business personal property taxes which may become due while it is in operation.
- (i) No public telephone(s) shall be permitted on the exterior of the property. Any public phone(s) on the interior of the building shall be located in an area within full view of the establishment's staff and shall not be permitted within any restroom.
- (j) During all hours of operation, the establishment operator shall be responsible for maintaining those portions of public rights-of-way improved by

sidewalk and portions of any parking lot adjacent to the premises regulated by the special exception so as to keep such areas free of litter, refuse, and both solid and liquid waste.

- (k) The business authorized by this special exception shall be conducted in accordance with the Description of Operations set forth in "Exhibit A," attached hereto. The representations made in "Exhibit A" shall be binding upon all owners, operators and managers who operate and/or manage the premises covered by this special exception. Should any owner, operator or manager desire to operate the business in a manner different than as represented in "Exhibit A," a new special exception must be obtained prior to implementing such change. Where any limitation or representation contained in "Exhibit A" is inconsistent with any condition of this ordinance, the conditions of this ordinance shall govern.
- (l) The violation of any requirement, limitation, or restriction imposed by the Virginia ABC Commission shall be deemed a violation of this special exception. This special exception may be revoked for any violation of a general or specific condition, including a condition incorporated by reference and including a condition arising from requirements, limitations, or restrictions imposed by the ABC Commission or by Virginia law.
- (m) Neither the establishment nor any portion of it shall be leased, let, or used by any third party to stage an event for profit. No outside promoter shall be permitted to use, operate, rent, or host any event on the premises.
- (n) An ABC manager, employed and compensated by the applicant, shall be present at all events held on the premises. This manager shall supervise the event at all times. The ABC manager shall be present on the premises at least one hour prior to the beginning of the event and shall remain on the premises until the event is concluded and the establishment is secured and locked. If alcohol is not served or consumed, a responsible supervisor, employed and compensated by the applicant, shall

perform this function.

- (o) In addition to the ABC manager or supervisor the applicant shall provide such additional paid staff as may be necessary to coordinate, supervise, and manage any event held on the premises.
- (p) No patrons or guests shall be charged a cover charge or fee for entry to the establishment.
- (q) A binder or folder containing documentation relating to the operation of the establishment shall be kept on the premises at all times and shall be produced upon request made by any person. For purposes of this section, the documentation relating to the operation of the establishment shall include copies of the following:
 - (1) This special exception;
 - (2) Any ABC license(s);
 - (3) Any occupancy permit(s);
 - (4) Certifications of all persons who work on the premises as a security guard;
 - (5) All fire code certifications, including alarm and sprinkler inspection records;
 - (6) Any health department permit(s);
 - (7) The emergency action plan required under the Fire Prevention Code; and
 - (8) The names, addresses, and phone numbers of all persons who manage or supervise the establishment at any time.

Section 3:- That the City Council hereby determines that the Special Exception granted herein complies with each of the requirements of § 25-7 of the Zoning Ordinance of the City of Norfolk, 1992 (as amended), namely that:

- (a) The proposed use and development will be in harmony with the objectives and policies of the adopted General Plan of Norfolk and with the general and

specific purposes for which this ordinance was enacted and for which the regulations of the district in question were established;

- (b) The proposed use and development will not substantially diminish or impair the value of the property within the neighborhood in which it is located;
- (c) The proposed use and development will not have an adverse effect upon the character of the area or the public health, safety and general welfare. Conditions may be applied to the proposed use and development, as specified in section 25-8 below, to mitigate potential adverse impacts;
- (d) The proposed use and development will be constructed, arranged and operated so as not to interfere with the use and development of neighboring property in accordance with the applicable district regulations;
- (e) The proposed use and development will be served adequately by essential public facilities and services such as streets, public utilities, drainage structures, police and fire protection, refuse disposal, parks, libraries, and schools;
- (f) The proposed use and development will not cause undue traffic congestion nor draw significant amounts of traffic through residential streets;
- (g) The proposed use and development will not result in the destruction, loss or damage of natural, scenic or historic features of significant importance;
- (h) The proposed use and development will not cause substantial air, water, soil or noise pollution or other types of pollution which cannot be mitigated;
- (i) The proposed use and development will not cause a negative cumulative effect, when its effect is considered in conjunction with the cumulative effect of various special exception uses of all types on the immediate neighborhood and the effect of the proposed type of special exception use on the city as a whole;

(j) The proposed use and development complies with all additional standards imposed on it by the particular provisions of the ordinance authorizing such use; and

(k) No application for a special exception shall be recommended or granted until any and all delinquent real estate taxes owed to the City of Norfolk on the subject property have been paid.

Section 4:- That this ordinance shall be in effect from the date of its adoption.

ATTACHMENTS:

Exhibit A (5 pages)

Exhibit B (1 page)



EXHIBIT "A"
Description of Operations
Entertainment Establishment
(Please Print)

Date December 14, 2015

Trade name of business The Muse Writers Center

Address of business 2200 Colonial Ave. Suite #3, Norfolk, VA, 23517

Name(s) of business owner(s)* 501(c)3 nonprofit organization. Board list attached.

Name(s) of property owner(s)* Richard Levin

Name(s) of business manager(s)/operator(s) See board list.

Daytime telephone number (757) 818-9880

*If business or property owner is a partnership, all partners must be listed.

*If business or property owner is an LLC or Corporation, all principals must be listed.

1. Proposed Hours of Operation: See attachment page.

We do not plan on selling alcohol.

Facility Alcoholic Beverage Sales and Entertainment (not sold)
 Weekday From 9 a.m. To 12 a.m. Weekday From 9 a.m. To 12 a.m.

Friday From 9 a.m. To 12 a.m. Friday From 9 a.m. To 12 a.m.

Saturday From 9 a.m. To 12 a.m. Saturday From 9 a.m. To 12 a.m.

Sunday From 9 a.m. To 12 a.m. Sunday From 9 a.m. To 12 a.m.

2. Type of ABC license applied for (check all applicable boxes):

☒ On-Premises ☐ Off-Premises (second application required)

We will apply for ABC banquet special event licenses when needed.

3. Type of alcoholic beverage applied for:

☒ Beer ☒ Wine ☒ Mixed Beverage

Mostly wine and beer; we might have a mixed beverage special event.

DEPARTMENT OF CITY PLANNING
 810 Union Street, Room 508
 Norfolk, Virginia 23510
 Telephone (757) 664-4752 Fax (757) 441-1569
 (Revised January, 2015)

Exhibit A – Page 2
Entertainment Establishment

4. Will video games, pool tables, game boards or other types of games be provided?
☐ Yes (If more than 4, additional application required) ☒ No

4a. If yes, please describe type and number of each game to be provided:

5. Will patrons ever be charged to enter the establishment?
☐ Yes ☒ No

5a. If yes, why:

5b. Which days of the week will there be a cover charge (circle all applicable days):
None.

Monday Tuesday Wednesday Thursday Friday
Saturday Sunday

6. Will the facility or a portion of the facility be available for private parties?
☒ Yes ☐ No

6a. If yes, explain: Members-only parties, special fundraisers.

7. Will a third party (promoter) be permitted to lease, let or use the establishment?
☐ Yes ☒ No

7a. If yes, explain:

8. Will there ever be a minimum age limit?

☐ Yes ☒ No

Most of our events are for students 9-17.
Our special events are open to all ages.

Exhibit A – Page 3
Entertainment Establishment

9. Additional comments/description/operational characteristics or prior experience:

Please see below. We have been in operation for more than 10 years.

Note: If smoking is permitted, then floor plans must be submitted showing all necessary building requirements for such facility



Signature of Applicant

Additional Information:

-For Board Member List, see next page.

-For question #1: We typically have 2-6 readings or events each month. Most of them are on Saturday and Sunday afternoons, but some are on Friday evenings or another weekday evening. We do not want to rule out flexibility in our scheduling. Also, our facility hours will mostly be open to members only.

General Information:

The Muse Writers Center has been recognized as one of the top literary centers in the nation and has become the literary hub of Norfolk and Hampton Roads.

In our new center, we anticipate hosting 10-25 events each year. We like to make our events open to the public to fulfill our charter as well as our obligations as a nonprofit arts and education organization. Our classes are only open to registered class members.

Types of repeating events include: Young Writers Readings (ages 9-11), Teen Readings (ages 12-17), and Teen Literary Open Mics (ages 12-17). They are usually 1 to 1-1/2 hours in length, and we will have 6-12 of these a year. They are usually in the afternoons on weekends. Also: Muse Jams (open to all, including poetry and music--nothing formal, not an open mic, more of a collaborative creation) on the second Friday evening of each month.

We only serve alcohol at a small number of special events, and we always get an ABC license for these. These include: Summer Party (a Friday evening in the summer, sometimes the same night as the Jam) and Winter Party (a Friday evening in December, sometimes the same night as the Jam). These are basically open houses. Other events (days/times vary) include: visiting author readings (1-4 a year) and a few special events.

**Exhibit A – Floor Plan(s) Worksheet
Entertainment Establishment**

- Complete this worksheet based for each floor plan submitted with application.
- Floor plan(s) must be prepared by a registered design professional and include:
 - Tables/seats
 - Restroom facilities
 - Bar
 - Ingress and egress
 - Standing room
 - Disc Jockey/Band/Entertainment area)
 - Outdoor seating
 - Total maximum capacity (including employees)

1. Total capacity

a. Indoor

Number of seats (not including bar seats)	<u>46</u>
Number of bar seats	<u>0</u>
Standing room	<u>0</u>

b. Outdoor

Number of seats	<u>0</u>
-----------------	----------

c. Number of employees

<u>3</u>

Total Occupancy

(Indoor/Outdoor seats, standing room and employees) = 49

2. Entertainment

List ANY type of entertainment proposed other than a 3 member live band, karaoke, comedian, or poetry reading.

We will have student holiday parties, Muse Jams (which is a poetry reading plus music), other special literary events, but for the most part, our "entertainment" is poetry, fiction, & nonfiction readings.

3. Will a dance floor be provided?

☐ Yes ☒ No

3a. If yes,

Square footage of establishment _____

Square footage of dance floor _____

- If a disc jockey is proposed, a dance floor must be provided.
- If the dance floor is more than 10% of the square footage of the establishment, a Dance Hall permit is required.

DEPARTMENT OF CITY PLANNING

810 Union Street, Room 508

Norfolk, Virginia 23510

Telephone (757) 664-4752 Fax (757) 441-1569

(Revised January, 2015)

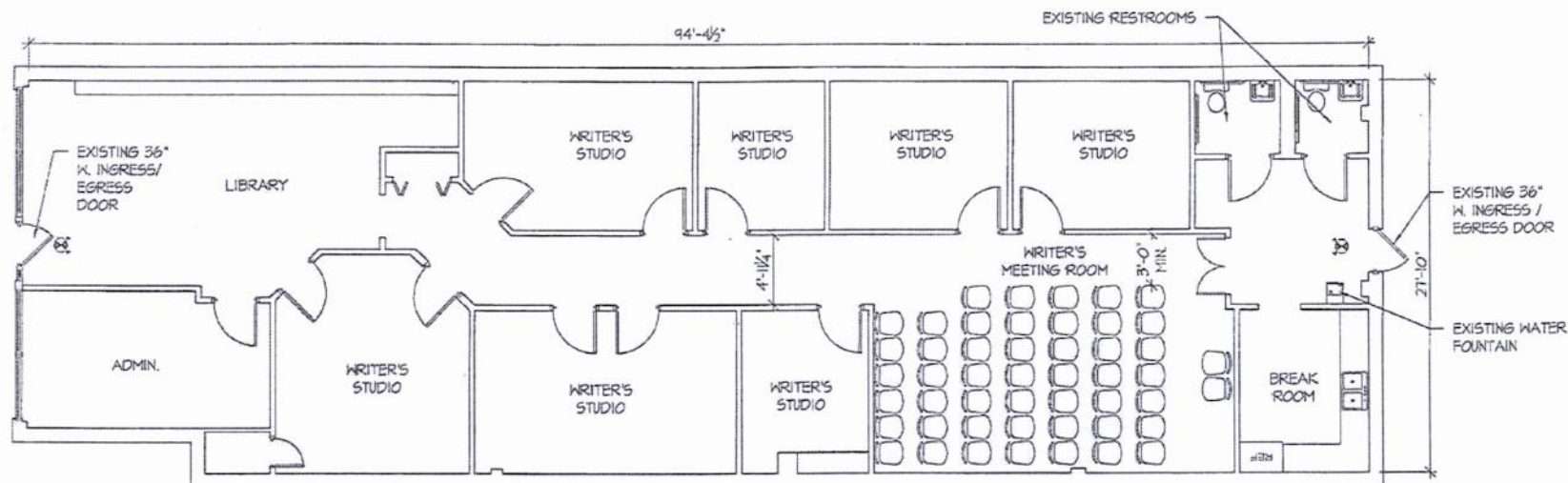
The Muse Writers Center: Members of the Board of Directors

2015-17 class

Steve Burgess, Chairperson
Stephanie Catherines
Kathryn Copeland, Treasurer
Alicia Dekker, 2nd Vice Chairperson
Charles Hecht-Leavitt, 1st Vice Chairperson
Patti Hinson, Secretary
Michael Khandelwal, Executive Director
Dennis Bradford McMurren
Tim Seibles
Ann Sullivan

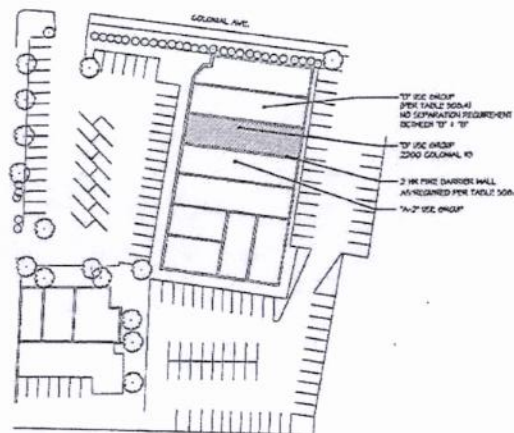
2016-18 class:

Kelly Sokol Avery
Ellen Bryson
Holly Chacon
Karen Corrigan
Lisa Grimes
Tommy Leeman
Richard Levin
Reeves W. Mahoney

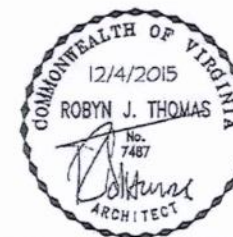


FLOOR PLAN
SCALE: 1/8" = 1'-0"

CODE COMPLIANCE		
DRAWINGS & SPECIFICATIONS ARE INTENDED TO COMPLY WITH THE FOLLOWING CODES:		
A. 2012 VIRGINIA UNIFORM STATEWIDE BUILDING CODE (VUBC)		
B. 2012 INTERNATIONAL BUILDING CODE		
CONSTRUCTION TYPE: III-B, (NOT SPRINKLERED)		
USE: CEILING: D NO CHANGE IN USE - WRITER'S MEETING SPACE BY LESS THAN 50 OCCUPANTS		
ALLOWABLE HEIGHT AND AREA (PER IBC 2012 TABLE 503)		
3 STORY - 11,000 SF.		
ACTUAL HEIGHT AND AREA		
1 STORY - 2,501 SF.		
OCCUPANCY: 49 PERSONS (MAN)		
PLUMBING FIXTURES:		
	REQUIRED	PROVIDED
WATER CLOSETS	2	2
LAVATORIES	2	2
WATER FOUNTAIN	1	1
SCOPE OF WORK		
TO ESTABLISH OCCUPANCY		



KEY PLAN
N.T.S.



ROBYN THOMAS
ARCHITECTURE

912 W. 21st Street, Suite C
Norfolk, VA 23517

ONE: 757.622.7100
FAX: 757.640.1014

THE MUSE
2200 COLONIAL AVE. #3
NORFOLK, VIRGINIA

REVISIONS

DATE	COMMENTS

1 OF 1	AI
12/4/2015	
15-071	
COLL. NO.	
DRAWN JRC	
CHECKED RJT	

Location Map

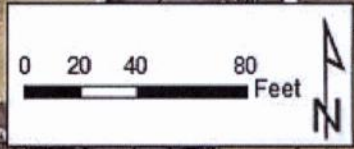


THE MUSE WRITERS CENTER

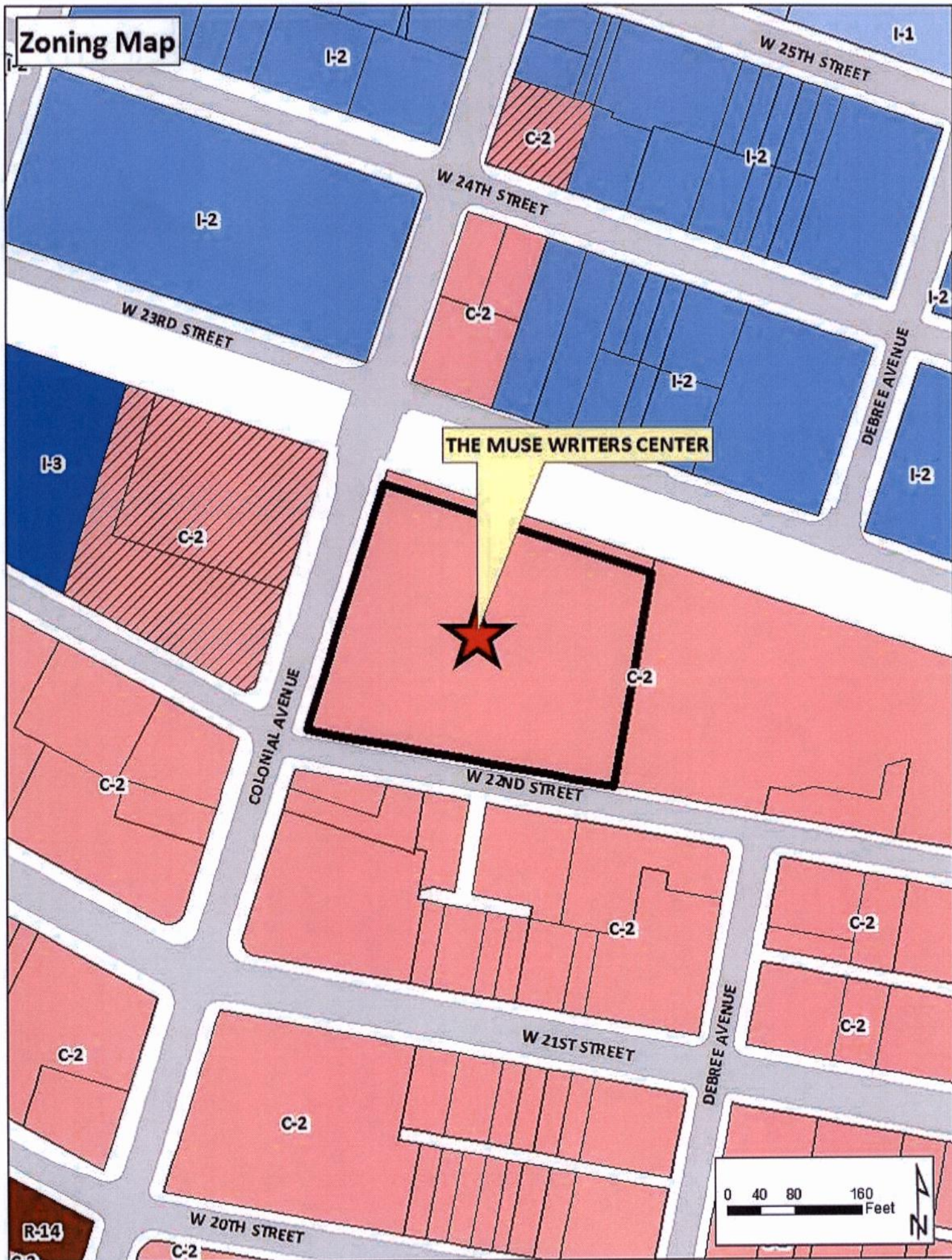
W 23RD STREET

COLONIAL AVENUE

W 22ND STREET



Zoning Map



Existing ABC Establishments & Norfolk Public Schools Proximity Map





**APPLICATION
ADULT USE SPECIAL EXCEPTION
ENTERTAINMENT ESTABLISHMENT
(Please Print)**

Date December 14, 2015

DESCRIPTION OF PROPERTY

Address 2200 Colonial Ave., Suite #3, Norfolk, VA, 23517

Existing Use of Property Last use was ReMax Office

Proposed Use Literary Center

Current Building Square Footage 2707.5 sq. feet

Proposed Building Square Footage N/A

Trade Name of Business (If applicable) The Muse Writers Center

APPLICANT

(If applicant is a LLC or a Corp./Inc., include name of official representative and/or all partners)

1. Name of applicant: (Last) Khandelwal (First) Michael (MI) Jon

Mailing address of applicant (Street/P.O. Box): 635 W. Princess Anne Rd.

(City) Norfolk (State) VA (Zip Code) 23517

Daytime telephone number of applicant (757) 625-0001 Fax () N/A

E-mail address of applicant: michael@the-muse.org

DEPARTMENT OF CITY PLANNING

810 Union Street, Room 508

Norfolk, Virginia 23510

Telephone (757) 664-4752 Fax (757) 441-1569

(Revised January, 2015)

**Application
Entertainment Establishment
Page 2**

AUTHORIZED AGENT (if applicable)

(If agent is a LLC or a Corp./Inc., include name of official representative and/or all partners)

Same as previous.

2. Name of applicant: (Last) _____ (First) _____ (MI) _____

Mailing address of applicant (Street/P.O. Box): _____

(City) _____ (State) _____ (Zip Code) _____

Daytime telephone number of applicant () _____ Fax () _____

E-mail address of applicant: _____

PROPERTY OWNER

(If property owner is a LLC or a Corp./Inc., include name of official representative and/or all partners)

3. Name of property owner: (Last) Levin (First) Richard (MI) G.

Mailing address of property owner (Street/P.O. box): Sam Segar & Associates, 315 Edwin
Drive, Suite 103

(City) Virginia Beach (State) VA (Zip Code) 23462

Daytime telephone number of owner (757) 630-2342 email: richardglevin@gmail.com

CIVIC LEAGUE INFORMATION

at the GBA: Ian Holder and Ted Enwright
Civic League contact: at the GNL: Emily Birknes

Date(s) contacted: 11/5/15, 12/6/15, and other dates

Ward/Super Ward information: Ward: 2; Superward: 6

REQUIRED ATTACHMENTS

CERTIFICATION

I hereby submit this complete application and certify the information contained herein is true and accurate to the best of my knowledge:

Print name: Richard Levin Sign:  12 / 11 / 2015
(Property Owner or Authorized Agent of Signature) (Date)

Print name: Michael Khandelwal Sign:  12 / 14 / 2015
(Applicant) (Date)

ONLY NEEDED IF APPLICABLE:

Print name:  Sign: Richard G. Levin 12 / 11 / 2015
(Authorized Agent Signature) (Date)

The Muse Writers Center: Members of the Board of Directors

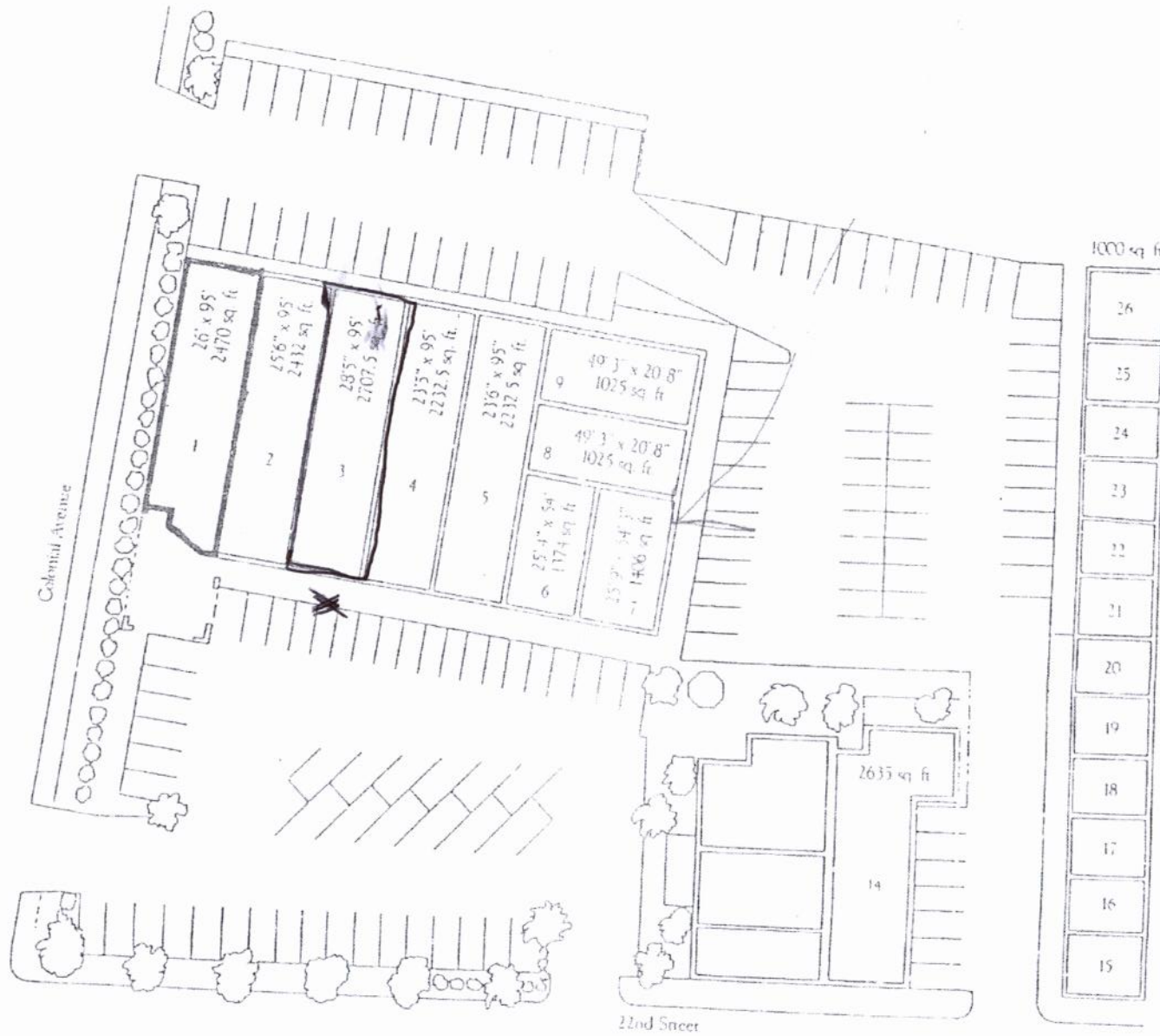
2015-17 class

Steve Burgess, Chairperson
Stephanie Catherines
Kathryn Copeland, Treasurer
Alicia Dekker, 2nd Vice Chairperson
Charles Hecht-Leavitt, 1st Vice Chairperson
Patti Hinson, Secretary
Michael Khandelwal, Executive Director
Dennis Bradford McMurran
Tim Seibles
Ann Sullivan

2016-18 class:

Kelly Sokol Avery
Ellen Bryson
Holly Chacon
Karen Corrigan
Lisa Grimes
Tommy Leeman
Richard Levin
Reeves W. Mahoney

Ghent Market Shoppes



Simons, Matthew

From: Straley, Matthew
Sent: Wednesday, December 16, 2015 12:54 PM
To: 'info@ghentva.org'; 'Emily Birknes'; 'Ian_holder@ml.com'
Cc: Whibley, Terry; Winn, Barclay; Wilson, Denise; Pollock, Susan
Subject: new Planning Commission application - 2200 Colonial Avenue, Suite 3
Attachments: TheMuseWriters.pdf

Ms. Birknes and Mr. Holder,

Attached please find the application for a special exception to operate an entertainment establishment without alcoholic beverages at 2200 Colonial Avenue, Suite 3.

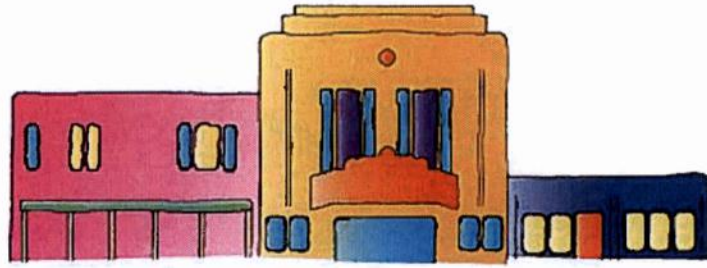
The item is tentatively scheduled for the January 28, 2016 Planning Commission public hearing.

Should you have any questions, please e-mail or call *Susan Pollock Hart* at (757) 664-4765, susan.pollock@norfolk.gov

Thank you.

Matthew Straley

GIS Technician II
Norfolk Department of City Planning
810 Union Street, Suite 508 | Norfolk, Virginia 23510
Matthew.Straley@norfolk.gov | Tel: 757-664-4769 | Fax: 757-441-1569



Ghent Business Association

January 19, 2016

City Council
City of Norfolk
City Hall
Norfolk, VA 23510

To whom it may concern,

The GBA would like to express its support for the request for special exceptions by The Muse Writers Center. This is exactly the kind of establishment that fits perfectly in our diverse neighborhood and business district.

Sincerely,

Ted Enright
Corresponding Secretary
Development Committee Chairman
Ghent Business Association